

**State of Alabama
Department of Child Abuse and Neglect
Prevention**

Children's Trust Fund



**FATHERHOOD AND HEALTHY
RELATIONSHIP PROGRAMS**

Request for Proposal

2010-2011
(August 1, 2010 – July 31, 2011)

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Grant applications must be received in the DCAP office by 5:00 p.m. CST on Thursday, May 13, 2010. An original and five (5) copies (one CD attached) of the application must be submitted. All information must be complete when submitted and received at the DCAP office. There are no exceptions to this policy or deadline. Overnight carrier delivery cannot be guaranteed. Applications that are faxed or submitted electronically will not be accepted. If requested, a receipt card will be mailed notifying organizations of grant applications received in the DCAP office.

***SAVE YOUR APPLICATION (Excluding Attachments) ON A CD AND ATTACH IT TO THE ORIGINAL APPLICATION. Label the CD with organization and program name.

Late applications will not be considered!

Hand deliver or ship applications via UPS, Federal Express, etc. to:

Alabama Department of Child Abuse and Neglect Prevention
Children's Trust Fund
RSA Union Building
100 North Union Street, Suite 350
Montgomery, AL 36104

OR

Mail applications to:

Alabama Department of Child Abuse and Neglect Prevention
Children's Trust Fund
P. O. Box 4251
Montgomery, AL 36103

Introduction

This document contains the Request for Proposal (RFP) for Fatherhood and Healthy Relationship Programs only.

Copies of the Fatherhood/Healthy Relationship RFP and Fatherhood/Healthy Relationship Grant Application will be available on the Children's Trust Fund web site after April 1, 2010. The website address is www.ctf.alabama.gov

To request a Fatherhood/Healthy Relationship Grant Application, please contact DCAP at:

Children's Trust Fund
RSA Union Building, Suite 350
P.O. Box 4251
Montgomery, Alabama 36103
(334) 242-5710

DCAP will not fax the Request for Proposal or the Grant Application.

Organizations cannot submit a single application for multiple program types. An organization may apply in both (Fatherhood and Relationship) program categories but it cannot be for the same program.

Categories for funding programs are developed by the Alabama Department of Child Abuse and Neglect Prevention and the Alabama Department of Human Resources. The DCAP Board has the discretion to set funding priorities in all program areas.

RFP Trainings will be held as follows:

April 6, 2010 (Huntsville) – Location: National Children's Advocacy Center, 210 Pratt Avenue Huntsville, AL 35801. Time: 1:00 p.m.

April 7, 2010 (Hoover) – Location: Jefferson State Community College (Shelby Campus), Multipurpose Room, 4600 Valleydale Road, Hoover 35242 Time: 9:00 a.m.

April 8, 2010 (Montgomery) - Location: St. James United Methodist Church, Family Life Worship Center, 9045 Vaughn Road, Montgomery 36117. Time: 9:00 a.m.

April 9, 2010 (Mobile) - Location: Goodwill Easter Seals of the Gulf Coast, 2423 Schillinger Road South, Mobile, AL 36695. Time: 9:00 a.m.

It is not mandatory for **new** applicants to attend a Fatherhood/Healthy Relationship RFP Training. However, due to annual changes made by DHR and the DCAP Board, it is strongly encouraged. All current (Program Year 2009 – 2010) grantees are stipulated to attend per their current contract. A sign-in sheet will be available for current grantees to verify attendance.

Significant Changes for Program Year 2010-2011

Domestic Violence Center Letter of Collaboration

All TANF funded Fatherhood and Relationship programs must submit a Letter of Collaboration (LOC) between the funded agency and the local Domestic Violence Shelter/Center with this application. The LOC should address referrals and a willingness to collaborate in an effort to better serve the target population.

Monthly Data Submission for Fatherhood Programs (Due via e-mail on the 10th of each month)

Excel spreadsheet depicting the following information (spreadsheet will be provided):

- 1) Total # served in TANF program (year-to-date)
- 2) Child Support Collection (monthly)
- 3) Program Participants currently employed
- 4) Program Participants currently enrolled in, or who have completed, a GED program (year-to- date)
- 5) Program Participants currently enrolled in, or who have completed, short-term skills training or any other educational program.

Monitoring/Site Visits

A **Corrective Action Plan** approved by grantee Board of Directors may be required.

Required Background Checks

Please be advised of the revised procedure for conducting criminal background investigations and verification. All employees and volunteers having direct contact, care/treatment, or custodial responsibility with children eighteen years of age or younger, as per State Statute and the Department of Child Abuse and Neglect Prevention (DCAP) – Children's Trust Fund policy, must have a national criminal background investigation completed **prior** to working directly with a child under the age of eighteen. Minimum requirements include:

- National Criminal Search
- National Sex Offender Report
- OFAC Report
- Alabama Statewide Search
- Social Security Trace Hawk

The estimated fee for the national criminal background check is \$14.00 - \$16.00 per individual. A grant applicant will include funding for each background check in the proposed budget under the line of "Background Check".

Significant Changes Continued:

Elected Official Written Notification/Press Release

Each program is required to notify their respective members of the Legislature in their District of all grant awards, car tag and income tax promotions and special events. Invite your State Senator and Representative to visit your program and be recognized for his/her support of DCAP funding for your prevention program. Mail, fax, or submit electronically a copy of the letter of invitation and **press release** to the assigned DCAP Field Director. If the Legislator(s) accepts, DCAP will make every effort to have a Board and/or Staff member join you to recognize the Legislator(s), and make photographs for the Media. DCAP will also notify members of the Alabama Legislature of grant awards immediately following the Board's approval of Program Year 2010-2011 grants. ***All TANF funded programs must recognize DHR as the primary funding source for the Fatherhood and Relationship Programs.***

Notification of Suspected Child Abuse and/or Neglect

Grantee must notify the DCAP Director of special incidents and reports of suspected child abuse or neglect within 24 hours of event.

Application Ceiling

NO ORGANIZATION MAY APPLY FOR MORE THAN A TOTAL OF \$75,000 IN COMPETITIVE TANF FUNDS (FATHERHOOD/HEALTHY RELATIONSHIP) FOR PROGRAM YEAR 2010-2011. AN ORGANIZATION MAY APPLY FOR BOTH A FATHERHOOD AND HEALTHY RELATIONSHIP GRANT. THOSE ORGANIZATIONS RECEIVING HEALTHY RELATIONSHIP INITIATIVE FUNDS THROUGH AUBURN UNIVERSITY ARE NOT ELIGIBLE TO APPLY FOR A HEALTHY RELATIONSHIP GRANT THROUGH DCAP.

IRS 501(c) (3) status, Page 13

Documentation of 501(c) (3) status must be included in the grant application to receive funding. **Any Grant Application without current status documentation of an IRS Form 501(c) (3) by May 13, 2010 will not be funded.** *(Applicant must provide documentation to DCAP by May 13, 2010 no later than 5 p.m.)*

Ineligible Services/Expenses, RFP Page 14

The only holidays chargeable to the DCAP grant are those approved by the Governor's Office and applicable to all state agencies. A list of official State holidays is available at: <http://info.alabama.gov/calendar.aspx>.

Program Objectives and Target Data – University of Alabama, RFP Pages 18 - 20

Read carefully - The programmatic information and forms have been revised.

Mission: The Department of Child Abuse Prevention, (DCAP) secures resources to fund evidence-based community programs committed to the prevention of child maltreatment. We advocate for children and the strengthening of families.

Each Fatherhood and Healthy Relationship Program should define the way DCAP accomplishes this mission by selecting program objectives. Research in the field of child abuse prevention proves that programs are most effective when they impact the entire family.

Examples include but are not limited to two parent families, single parent families, non-custodial families and extended families.

REQUEST FOR PROPOSAL FATHERHOOD/HEALTHY RELATIONSHIP PROGRAM GRANTS

Grant Cycle: August 1, 2010 through July 31, 2011

The State of Alabama Department of Child Abuse and Neglect Prevention (Children's Trust Fund) announces the availability of grant funding for Fatherhood and Healthy Relationship programs for Program Year(s) 2010-2010. Eligible applicants for DCAP grants are local or statewide public entities or private non-profit organizations meeting the requirements of Section 501(c) (3) of the Internal Revenue Code. Funds will be used for child abuse and neglect prevention programs serving families with a non-custodial parent encompassing Parent Education and Support and/or strengthening relationships.

Grant Review Process

Proposals from each congressional district are reviewed on a local and state level by a two-step process:

1. Local Level

A Local Review Team of volunteers and Board appointees representing all seven congressional districts will review the grants. **This team will make recommendations to the State Board.** Board review is based on the grant application, local review team, DCAP staff recommendations and University of Alabama Evaluation Team's report to the State Board. *No presentations or videos will be given to the Local Review Team.*

2. State Level

All grant applications will be submitted to the State Board with recommendations from the Local Review Team, DCAP Staff, and DHR Staff. The DCAP Board has the discretion to approve or disapprove funding and will make the final decisions on the funding amount granted.

Notice of Approval

The DCAP Director shall notify the applicant in writing of an approved competitive application. Grantees will receive a contract specifying the conditions that the applicant must meet in accordance with applicable state and federal regulations.

Request for Reconsideration

Funding decisions made by the State Board in July 22 – 23, 2010 are final.

Availability of Funds

Applicants are advised that the DCAP grant process is competitive and that grants will be awarded in varying amounts, based upon the need and availability of funds. The total of grants awarded will depend upon funds available, as well as review of the grant applications.

Grant Application Ceiling

NO ORGANIZATION MAY APPLY FOR MORE THAN A TOTAL OF \$75,000 IN COMPETITIVE TANF FUNDS (FATHERHOOD/HEALTHY RELATIONSHIP) FOR PROGRAM YEAR 2010-2011. AN ORGANIZATION MAY APPLY FOR BOTH A FATHERHOOD AND HEALTHY RELATIONSHIP GRANT. THOSE ORGANIZATIONS RECEIVING HEALTHY RELATIONSHIP INITIATIVE FUNDS THROUGH AUBURN UNIVERSITY ARE NOT ELIGIBLE TO APPLY FOR A HEALTHY RELATIONSHIP GRANT THROUGH DCAP.

Overview of Fatherhood Initiative

This application packet contains guidelines for submitting an application to DCAP for a performance-based contract to provide opportunities to families with a non-custodial father. Activities (training, workshops, conferences, counseling, etc.) should encourage and facilitate active parenting by non-custodial fathers. The goal is to increase the father's involvement in their children's lives and increase child support payments/collection. Federal TANF (Temporary Assistance for Needy Families) funds for this competitive selection process are provided to DCAP through a partnership with the Alabama Department of Human Resources (DHR).

Target population for Fatherhood Programs should include (but are not limited to) non-custodial fathers who have a DHR child support case and who:

- are unemployed or underemployed (income less than 200% of the federal poverty level)
- lack a high school diploma or GED
- lack the skills to obtain gainful employment

Overview of the Healthy Relationship Initiative

Research demonstrates that healthy relationships are clearly linked, directly and indirectly, with child outcomes. Therefore, supporting the development and maintenance of healthy, stable relationships is a key element of prevention programming. This application packet contains guidelines for submitting an application to DCAP for a program implementation grant that provides relationship education for community members. Because DCAP emphasizes prevention programming, relationship programs should be educational in nature, rather than therapeutic. Programs should facilitate learning of core relational skills (see recommended research-based curricula p.17). Selected grantees will utilize a pre- and post-program evaluation questionnaire to demonstrate impact on participants' knowledge, skills, and relationship quality. Federal TANF (Temporary Assistance for Needy Families) funds for this competitive selection process are provided to DCAP through a partnership with the Alabama Department of Human Resources (DHR).

Comment [FA1]: edited

The TANF funds available for these initiatives will address the following TANF goals:

- *To end the dependence of needy parents on government benefits by promoting job preparation, work and relationship.*
- *To encourage the formation and maintenance of two-parent families.*

The contracts will fund the costs associated with operating Fatherhood/Healthy Relationship Programs by providing a reimbursement each month of approved expenditures. Funding for these initiatives is provided by Federal funds under the Temporary Assistance for Needy Families (TANF) through a DCAP-DHR partnership.

Excerpts from Alabama and Federal Laws

The State of Alabama Department of Child Abuse and Neglect Prevention (Children's Trust Fund), under authority of Acts No. 83-735 and 83-736 is accepting applications for the establishment or maintenance of community-based child abuse and neglect prevention programs. Grant funds from Children's Trust Fund (DCAP) must be used solely for the purpose of child abuse and/or neglect prevention services to residents of Alabama and may not be expended for treatment.

Programs approved for funding will have a strong component of local support including utilization of community resources, collaboration among existing prevention programs, use of community volunteers, and a percentage match of local funding and in-kind contributions.

Prevention Program, Act-83-736, Section 2(a)6 - a system of direct provision of child abuse and neglect prevention services to a child, parent, or guardian.

Child Abuse, Act 83-736, Section 2(a)2 - harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare, which harm occurs or is threatened through non-accidental physical or mental injury; sexual abuse, which includes a violation of any provision of Chapter 6, Article 4, Title 13A.

Child Neglect, Act 83-736, Section 2(a)4 - harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.

Children First Programs, Federal Tobacco Settlement under Section 3 of Act 99-441 of tobacco revenues to be allocated pursuant to Act 99-390 as codified in Section 41-15B-2.2, Code of Alabama 1975.

Community Based Child Abuse Prevention (CBCAP), Federal grant awarded to DCAP under Section 201 of Title II of the Child Abuse Prevention and Treatment Act (CAPTA).

Local Councils, Acts 1983, No. 83-736, p. 1198, § 9; Act 98-601, p. 1313, § 1.

Temporary Assistance to Needy Families (TANF), Temporary Assistance to Needy Families was created by the Welfare Reform Law of 1996. TANF provides assistance and work opportunities to needy families by granting states the federal funds and wide flexibility to develop and implement their own welfare programs.

Timeline for DCAP 2010-2012 Fatherhood/Healthy Relationship Grant Proposals

Fatherhood/Healthy Relationship RFP and Grant Application Available: April 1, 2010

Fatherhood/Healthy Relationship RFP Trainings:

Huntsville	April 6, 2010
Hoover	April 7, 2010
Montgomery	April, 8 2010
Mobile	April 9, 2010

Fatherhood/Healthy Relationship Grant Application Deadline: May 13, 2010

Local Grant Review: June 22 – 23, 2010

State Board Review of Grants: July 22 – 23, 2010

Announcement of Grant Recipients: August 1, 2010

Grant Award Contracts mailed: August 2010

Contract Signature/Return Deadline September 2, 2010

Grantee Training: September 2010

(Mandatory for all Fatherhood/Healthy Relationship grantees)

Monthly Financial Reports Due: 10th of each month

Fatherhood Participant Monthly Child Support Payments Form 10th of each month

University of Alabama Data Reports are due monthly based on due dates assigned by the Program Evaluation Team.

IMPORTANT:

All contracts must be signed and returned by September 2, 2010 to receive funding. The funding period will begin August 1, 2010 and end July 31, 2011. All funds must be expended by July 31, 2011. No budget revisions are allowed after June 30, 2011. A continuation application process will determine funding for PY 2011 – 2012.

DCAP Program Definitions

Monitoring/Site Visits

All grantees will consent to monitoring/evaluation reporting requirements as established by the Department, including compliance reviews/audits to ensure financial and programmatic data accuracy. Site visits will be conducted by DCAP as needed or requested. If DCAP/DHR determines that the program is not progressing as planned, the Fatherhood and/or Healthy Relationship Division Director may call for technical assistance in assessing or redirecting the program.

Contracting

Agencies will not start activities prior to receipt of a signed contract with the Children's Trust Fund. No funds will be made available to programs without a signed, executed contract. **Contracts must be signed and returned to DCAP on the date specified in the contract to receive funds.** Grant funds shall not be obligated prior to start date or after the termination date. All 2009-2010 grant funds must be spent by July 31, 2010. Unexpended PY 2010-2011 funds will be returned to DCAP by September 1, 2011.

Program Start Up

All programs must begin within 30 calendar days after the execution of a contract unless a later starting date is approved in writing by DCAP. Failure to begin the program within these requirements will result in agency review and termination of funding.

Budget Revisions

All programs must adhere to the program budget approved by the Board. Programs may make budget revisions of up to 25% (Personnel – 10%) from any existing budget category to another. Budget revisions from any budget category, or adding new line items, must be submitted in writing and approved by DCAP prior to implementation. If awarded a grant, no budget revisions are allowed after June 30, 2011.

Responsibilities of the Grantee

Complete responsibilities of the grantee will be outlined in the contractual agreement. These responsibilities include, but are not limited to:

- Implement the funded program in accordance with the contract.
- Demonstrate an impact upon the population served.
- Maintain accepted accounting methods.
- Publicize the income tax check-off, DCAP car tags, facilitate fund-raising and community awareness for DCAP and DHR.
- Acknowledge DCAP/DHR as a source of funding in **all** printed or video materials related to the DCAP/DHR funded program.
- Participate in the University of Alabama evaluation process.
- Provide technical assistance to other communities in replicating the program model as requested.
- Attend Grantee Training September 2010
- Work with DCAP/DHR staff to coordinate site visits.
- Strongly encourage participation in local Children's Policy Council within grantee's county.
- Each program is required to notify their respective members of the Legislature in their District of all grant awards, car tag and income tax promotions and special events. Invite your State Senator and Representative to visit your program and be recognized for his/her support of DCAP funding for your prevention program. Mail, fax or submit electronically a copy of the letter of invitation and **press release** to the assigned DCAP Field Director. If the Legislator(s) accepts, DCAP will make every effort to have a Board and/or Staff member join you to recognize the Legislator(s), and make photographs for the Media. DCAP will also notify members of the Alabama Legislature of grant awards immediately following the Board's approval of Program Year 2010-2011 grants. ***All TANF funded programs must recognize DHR as the primary funding source for the Fatherhood and Healthy Relationship Programs.***
- Board of Adjustment: Section 41-9-65, Code of Alabama (1975). All claims must be filed in the Office of the Clerk of the Board, Alabama Dept. of Finance Legal Division, within one year after the cause of action.
- Grantee must notify the DCAP Director of special incidents and reports of suspected child abuse or neglect within 24 hours of event.
- Establish a point of contact with the local Department of Human Resources.
- Develop a plan for local child support staff to provide appropriate education on child support policy and procedures (*Fatherhood Grantees*).
- Conduct Quarterly Fatherhood/Healthy Relationship meetings with county DHR officials.
 - ⇒ First meeting must be scheduled by October 1, 2010.
 - ⇒ Notes/minutes must be forwarded to DCAP within thirty days of scheduled meeting.
- Must develop a working relationship with the local Child Support Court (to include mandated referrals) (*Fatherhood Grantees*).
- Must serve DHR and Court referred clients as a priority.
- Must develop and maintain a working relationship with any local Administrative Office of Courts (AOC) Funded Access and Visitation projects in your county so that there is no duplication of services(DCAP recommends a support letter from the Judge or designee) (*Fatherhood Grantees*).
- Establish a point of contact with local Domestic Violence assistance program and develop a written domestic violence protocol.
- Connect with the Alabama Community Healthy Relationship Initiative. Listserv sign-up is at www.alabamarelationship.org (*Healthy Relationship Grantees*).
- Must conduct background checks in accordance with DCAP Board Policy (expenses necessary to conduct background checks must be included in budget regardless of amount requested).

- Encourage low-income families to participate in the Earned Income Tax Credit (EITC).
- Fatherhood program components must include, but are not limited to:
 - Job Readiness
 - Job Development
 - Education (GED) & Short-Term Job Training
 - Child Support Education
 - Individual Case Management
 - Physical Rehabilitation Referral
 - Group Meetings (at least monthly – research based curriculum)
 - Develop a working relationship with local Workforce Development provider/program.
 - Job Referral
 - Substance Abuse Referral
 - Domestic Violence Education and Referral

Program Funding Guidelines

DCAP funds programs impacting child abuse at the primary and secondary levels:

Primary Prevention in child abuse refers to efforts aimed at positively influencing parents/guardians/caregivers and/or children **before abuse or neglect occurs**.

Primary Prevention Services:

- are offered to all members of a population
- are voluntary
- attempt to influence societal forces that impact parents and children

Secondary Prevention of child abuse and neglect refers to those supportive services targeted toward populations who are considered to be “at risk” because of their life situation. While child abuse or neglect may not have taken place within these groups, the probability that it will occur is presumed greater than in the general population.

Secondary Prevention Services:

- target a pre-defined group of “vulnerable” individuals
- seek to prevent future problems by focusing on the particular stresses of parents/caregivers, youth or children.

Program Eligibility and Requirements

DCAP Programs must be in compliance with the following requirements to be eligible for funding:

1. Establish or continue a community-based child abuse and neglect prevention program serving families with non-custodial parents of children who are residents of Alabama. Funds may not be used for treatment.
2. Demonstrate changes in knowledge, behaviors and attitudes of program participants, which lead to the prevention of child abuse and neglect.
3. If the program utilizes volunteers, there must be a training and documentation component.
4. Training, staff development, and conferences must support the prevention activities outlined in the grant. To be paid for by DCAP grant funds, a specific training activity must have prior approval from DCAP.
5. A current letter of collaboration from the local Child Support Court Judge

assuring mandated referrals to the TANF funded Fatherhood Program.

6. A current letter of collaboration from the local county Department of Human Resources and the local Domestic Violence Shelter. Letters of support/collaboration from other community resources may also be appropriate (in addition to the DHR and DVS letters).
7. DCAP will contract with only one organization per program. When a program is a collaborative or sponsored effort, the primary agency may sub-contract with another organization; however, they must submit the agreement to DCAP for review and approval.
8. Non-profit organizations must include documentation of 501(c)(3) status in the grant application in order to receive funding. **Any Grant Application without 501(c)(3) status documentation or proof of submission of an IRS 501(c)(3) application by May 13, 2010 will not be funded.** *(applicant must provide documentation to DCAP by May 13, 2010 no later than 5:00 p.m.)*
9. The grant application will include a current list of governing board members of the applicant organization for the purpose of keeping them informed about CTF. The list will not be used for solicitation of funds and will also not be shared without expressed written consent of the grantee. (Include contact information, including a current email address, and related professional status.)
10. No person shall be discriminated against on the grounds of race, color, national origin, sex, age, or disability in receipt of services funded with this grant. The program will be in compliance with Americans with Disabilities Act of 1990.
11. Organizations receiving state funds for programming will be required to provide assurance to DCAP that those funds are not used in a duplicative manner.
12. Applicants must be able to provide the required 25% local funds match. The match can be in-kind, cash or any combination of the two.
13. Private non-profit organizations directly requesting funds from the legislature for the prevention of child abuse and neglect for the 2010 – 2011 program year are not eligible to apply for grants funded with the Children's Trust Fund's state dollars.
14. Programs that serve families and children must encourage strong collaboration with other public/private agencies in the community.
15. Grantees must not supplant funds.
16. Applicants must provide a copy of 2008 or 2009 Independent Auditor's Report (letter of opinion or disclaimer of opinion) on the financial statements and a copy of 2008 or 2009 IRS Form 990. Financial Reporting Policy
 - Less than \$50,000: Internally prepared financial statements; compilation, review, or audit reports optional.
 - \$50,000 to less than 100,000: Compilation, review, or audit reports.
 - \$100,000 to less than \$300,000: Review or audit reports.
 - \$300,000 and over: Audit reports.

The following list, while not all inclusive, specifies other exclusionary criteria that the DCAP Board will not consider for funding in Program Year 2010-2011:

Ineligible Programs/Services

1. Economic approaches to prevention (i.e., child support, divorce equity, or income maintenance programs)
2. Domestic violence (spouse abuse) education or shelter-based treatment programs
3. Crime prevention programs
4. Teen pregnancy prevention programs
5. Drug, alcohol or other substance abuse prevention or treatment programs
6. AIDS counseling or prevention programs
7. Stranger Awareness Programs
8. Boot Camps
9. Tertiary Prevention Programs
10. Suicide Prevention Programs
11. Tutoring Programs

Ineligible Services/Expenses

1. Purchase of fund-raising services or items
2. "Indirect costs" or any costs that cannot be itemized in the DCAP Budget
3. Equipment purchases exceeding \$499 for one item
4. Per Diem or gasoline purchases
Only actual travel expenses are reimbursable. Mileage rate may not exceed current state rate.
5. Percentage of personnel benefits over the amount specified in the DCAP budget
6. Duplicating any portion of a salary of any current government employee (Supplanting)
7. Promotional items (T- shirts, caps, cups, etc.)
8. Payment for services currently being funded by DCAP
9. Fees to consultants who write the DCAP grant for an organization
10. Food and Beverages (State Funds may not be used to purchase food or beverages.)
11. Computer leases
12. Grantees may not charge salaries and/or benefits to the DCAP grant during leave without pay (LWOP), sabbaticals, or extended "holidays", i.e. Spring and Christmas breaks (other than vacation or annual leave). The only holidays chargeable to the DCAP grant are those approved by the Governor's Office and applicable to all state agencies.
13. Legal expenses/fees.

Contact the DCAP Fatherhood/Healthy Relationship Field Director, if you have any questions concerning budget expenditures.

Financial Definitions

Fatherhood/Healthy Relationship Program Required Match

An in-kind and/or cash match of 25% is required of all Fatherhood/Healthy Relationship Grantees.

EXAMPLE:

Grant Amount	Total In-Kind/Cash Match Required (25% of grant)
\$40,000	\$10,000

Note: The above figure is an example of a minimum requirement.

Cash Match

Any cash outlay allocated to the DCAP prevention project by the grantee's budget. Cash contributed by other agencies and institutions, or private organizations and individuals may also be applied to cash match provided the contribution goes into the grantee's budget and is allocated to the DCAP prevention project.

Cash match contributions must be used for the DCAP grant program and not other organization programs (i.e., cash used as match for DCAP funds may not be used for cash match for other State or Federal grant funds). Required cash match requires the same financial documentation as do DCAP funds. **Other Federal funds cannot be used to match the TANF funded Fatherhood/Healthy Relationship grants.** Match documentation remains on-site and is reviewed by DCAP staff during monitoring/site visits. Cash match funds must flow through the agency's own budget and documented as allocated toward the DCAP grant prevention program. Cash match requirements for DCAP, as outlined in the enabling legislation, specify that the match will consist of local funds resources.

In-Kind Match

In kind contributions are contributions other than actual dollars by the grantee's own agency, other agencies and institutions or by private organizations and individuals.

In-kind contributions may include, but are not limited to: volunteer services, the value of contributed space, equipment, materials, etc. Use of office space, utilities, phone, etc., should be valued on the percentage of its value equal to the percentage that is being utilized by the DCAP program. In-kind services require explanation of source and amount. A detailed explanation from the provider, with calculations shown for claimed amounts, is sufficient documentation for in-kind.

Volunteer services are considered to be in-kind contributions. \$20.25 per hour is the set value for standard volunteer time. Professionals volunteering in their professional capacity contribute time valued at their local market rate.

(Ex: Psychologist at \$80/hr.)

Fatherhood Program Components and Definitions

Fatherhood Programs work with non-custodial or never married parents. These programs are focused on enhancing the bond between parent and child, access and visitation, job skills, and increased compliance with child support. These components are not stand alone and should be integrated into a successful Fatherhood Program:

1. Education
 - a. Adult basic education (tutoring, small classes).
 - b. GED preparation (integrated into other components).
 - c. Education on child support services and related legal issues.
2. Assistance with Employment
 - a. Job readiness training (resume writing, interview skills, job search).
 - b. Specific job skills training (computer programming, auto mechanics, etc.).
 - c. Job placement assistance and post employment support.
3. Counseling Services
 - a. Referral for crisis intervention and individual needs (housing, substance abuse counseling, relationship and family counseling, Narcotics Anonymous, health services, legal assistance, pro bono lawyers, domestic violence counseling).
 - b. Mediation services to promote successful team parenting.
 - c. Early intervention – working with both parties (mother and father) before child support non-payment becomes an issue.
4. Fatherhood Development Activities
 - a. Peer Support groups and/or parenting workshops – Suggested content:
 - Personal development (values, self esteem, manhood issues)
 - Life skills (communication, decision-making, stress management, etc.)
 - Violence prevention
 - b. Evidence/Research-Based Fatherhood Curriculum “Examples”
 - Quenching the Father’s Thirst
 - Partners for Fragile Families
 - Foundations of Fatherhood
 - Dr. Dad Program
 - 24/7 Dads*The Department’s curricula guide can be viewed at www.DCAP.alabama.gov.*
 - c. Parenting Workshops
 - Child development
 - Parenting skills
 - Parent and child enrichment activities

Healthy Relationships Program Components and Definitions

Healthy Relationships Programs may target youth, non-married couples, premarital couples, and/or married couples. They may also specifically target stepfamily couples. While adults may attend as individuals, efforts should be made to recruit participants as couples. Efforts should be made to promote access to relationship education programs for specific at-risk groups who have been shown to have comparatively higher rates of family and marital instability (e.g., low-income couples, non-married parents, African-American couples, stepfamily couples). Stated objectives should focus on (1) increased awareness of the importance of healthy relationships among community members, (2) increased access to free resources and programs on healthy relationships, (3) establishment or expansion of a local community healthy relationship initiative, (4) increased number of relationship educators and relationship education program offerings in local community, (5) gains in individual relationship knowledge and skills relevant to healthy relationships among program participants, and (6) improvements in relationship quality, positive parenting practices, and indicators of adult and child well-being among program participants. Program approach and design should include:

- Utilization of male/female team of relationship educators (priority will be given to those agencies with staff and volunteers already trained in relationship education curricula).
- Efforts to recruit couples, rather than individuals.
- Use of curriculum that contains the “core” skills for healthy relationships, delivered in a series, a minimum of 12 hours.
- Participation in the statewide healthy relationship network coordinated by the ACHMI partners.
- Connection to local Domestic Violence assistance program.
- Written Domestic Violence protocol developed within 30 days of grant receipt.
- Viable recruitment and retention plan.
- Note that community awareness activities may be included in your program plan, as these activities can serve to enhance recruitment into educational programs.
- Stated willingness to participate in pre- and post-program evaluation study.

Empirically Derived Core Skills for Healthy Relationships

Several empirically-informed lists of “core” marital skills exist (e.g., Adler-Baeder, et al., 2004; Hawkins, et al., 2004; Moore et al., 2004) and, overall, are highly consistent. The National Extension Relationship and Relationship Education Network is a group of faculty from 10 land-grant universities who have an “outreach” mission for linking research and practice (see www.nermen.org). Recently, this group gathered to assess the research literature on factors related to marital quality. They determined that core or basic skills and topics that should be addressed in a relationship education series are:

CHOOSE. Decide to make the relationship a priority, and choose behaviors and thoughts consistent with this commitment.

KNOW. Develop knowledge of your partner’s life, thoughts, and feelings and share your thoughts and feelings with your partner.

SHARE. Develop and maintain a friendship and a sense of “we-ness”; strive to have meaningful time together.

CARE. Demonstrate kindness, affection, understanding, respect, and caring support on a daily basis.

CONNECT. Engage positive social support outside the family. Connect to a personal source of meaning and strength.

MANAGE. Use effective strategies for engaging and interacting around differences, stresses, negative feelings, and issues of safety.

CARE FOR SELF. Maintain physical, psychological, and sexual health and wellness as an individual.

2010-2010 Program Objectives and Target Data – University of Alabama

NOTE: Read carefully - The following information and forms have been revised.

Program Evaluation Information (University of Alabama)

Read carefully - The programmatic information and forms have been revised.

I. Parenting Education and Support Programs

A. *A Parent Education and Support Program must include and demonstrate compliance with all of the following:*

1. *The primary purpose of the program must be child abuse and neglect prevention.*
2. Use a set curriculum that is evidence/research-based and age appropriate. (The Department's Curricula Guide may be viewed at www.ctf.alabama.gov)
3. Offer opportunities for practice and modeling of appropriate parenting behavior and skills.
4. Increase knowledge and skills in the area of child rearing, behavior management, child development and communication and demonstrated with outcome data.
5. Offer social support, information and referrals to assist parents/caregivers.
6. Deliver in an individual or group setting.
7. Utilize the University of Alabama's recommended pre- and post-test evaluation tool, the Protective Factors Survey (www.friendsnrc.org/outcomes/pfs.htm). One pre-test must be submitted. Post-test results must be submitted at least once a year, but they can also be submitted semi-annually or quarterly.

B. *Types of Parent Education and Support Programs include, but are not limited to:*

1. Programs for pregnant or parenting teen mothers (may be done in school classroom setting, hospital, etc.).
2. Programs for adult and teen fathers and adolescent males.
3. Programs for new parents (provides set curriculum on child development, parenting skills, and support systems). This type of program should provide follow-up contacts.
4. Programs for parents of special needs children (provides support and education for parents' of children with special needs).
5. Parenting program around specific need issues (programs that focus on specific age issues, such as parenting a teenager, parents going through divorce, etc.).
6. Parenting programs that address at-risk youth aged 8 - 17 (Children First Programs).
7. Programs that require a parent to attend parenting or coping skills classes that run in conjunction with programs provided to their children brought before the court (Children First Programs).
8. Programs that provide early, comprehensive support for parents.
9. Programs that increase family stability and promote the early development of parenting skills, especially in young parents and parents with very young children.
10. Programs that improve family access to other formal and informal resources and opportunities for assistance available within communities.
11. Programs that support the additional needs of families with children with disabilities through respite care and other services.
12. Programs that decrease the risk of homelessness.
13. Programs that offer short-term assistance in times of stress (e.g. resource libraries, support groups).

DCAP Programs' Overall Goal:

Programs will work to decrease risk factors and increase protective factors related to child maltreatment.

Evaluation Aim: Grantees will demonstrate through the evaluation process how their programs achieve the objectives listed for each of the program types for which funding is awarded.

Evaluation Method: The UA Evaluation Team will create, demonstrate at grantee training meetings, and provide individualized technical assistance related to formative and summative evaluation data that will be submitted by each grantee program. Data will be submitted in an online data collection system on a monthly basis. Pre- and post-testing with standardized instruments identified to maximize data quality and minimize instrumentation burden to participants will inform the outcome evaluations. Data collected will demonstrate level of attainment of the DCAP/DCAP stated objectives for each of the program types. The UA Evaluation Team will provide individualized technical assistance regarding outcome evaluation to programs funded by DCAP/DCAP that may *not* fit within one of the pre-determined categories. No quarterly or end-of-year reports will be necessary. Short, executive-summary reports will be provided to each grantee program on a twice-yearly basis for interim program feedback.

Program Type: Parent Education/Support *and/or* Home Visiting Program Objectives

Programs will

- I. develop parents' knowledge and skills in responding to the various types of maltreatment (physical abuse, emotional abuse, sexual abuse, neglect).
- II. develop parents' abilities to manage their own emotional responses and identify their own risk for maltreatment of their own children.
- III. develop parents' knowledge of community resources.
- IV. develop parents' knowledge and skills around developmentally appropriate practices for nurturing their children and managing child misbehavior.

2010-2011 Target Data Form

Program Services and Participants

This form will be submitted as part of each proposal (Appendix E) documenting the respective programs' annual estimates of these process-oriented program activities (thereby applicants will be setting their own benchmarks for evaluation of process), and the data will also be collected on a monthly basis (to ascertain progress towards the benchmark set by each program for itself relative to each of the activities).

Program Services to Be Conducted

Average # of contact hours per participant:

--

Average # of contact sessions per participant:

--

Adult/Parent Participants to Be Served

of adults/parents to be served (over age 18):

--

of teen parents to be served (under age 18):

--

Child/Youth Participants to Be Served

of children to be served pre-K (0-5):

--

of children to be served K-5th grade:

--

of youth to be served 6th-12th grade:

--

of children/youth with special needs:

--

Race/Ethnicity of Participants to Be Served

of Caucasians:

--

of African-Americans:

--

of Hispanics:

--

of Asian-Americans:

--

of Native Americans:

--

of Bi-Racial Ethnicity:

--

of Other Ethnicity:

--

Gender of Participants to Be Served

of Males:

--

of Females:

--

Public Awareness Activities

	# of Presentations	# Served
Trainings		
Community Events		
School Events		
PSA's		
Media Events		
T.V. Shows		
Child Abuse Prevention Month		
Brochures/Flyers		
Speaking Engagements		
Information Packets		
Other: _____		

Fatherhood/Healthy Relationship Grant Review Scoring Sheet (Program Year 2010-2011)

*** This form is for informational purposes only. Do not submit with your Grant Application. ***

Reviewer ID#: _____

Organization Name: _____

Program Name: _____

Congressional District: _____

Program Type (circle one): **Fatherhood** **Healthy Relationship**

I. ORGANIZATION'S DCAP FUNDING HISTORY

Request for Funding Increase (Current Grantees Only – No points)

Did the applicant:

- Provide a clear plan why additional funds are needed

II. PROGRAM NARRATIVE

Program Score

A. Purpose of Program/Location (15 points)

Did the applicant:

- Describe what the program intends to achieve
- Provide an operational plan that includes specific activities for attaining selected UA program objectives (See RFP pages 18-19)
- Name the program location and hours of operation
- Describe participants' accessibility to site
- List days of the week and time program is conducted
- Attach Target Data Form and Application Checklist (Appendix A)

B. Problem and Needs Assessment (10 points)

Did the applicant:

- Identify the problem(s) to be addressed
- Demonstrate an understanding of the problem(s)
- Include reviews of literature, best practices, state and local data

C. Program Management and Organization (10 points)

Did the applicant:

- Give a brief description of the organization's history and structure
- Provide number of employees, titles, qualifications and experience of management responsible for DCAP program
- Provide an organizational chart (See Appendix B)
- Provide resume(s) or job descriptions (See Appendix C)
- Provide current list of Board of Directors (See Appendix D)

_____ **D. Population to be Served** (15 points)

Did the applicant:

- Provide the demographics of the target population and the number to be served
- Include plans for identifying, recruiting, involving, retaining, and tracking target population
- Describe how parental consent will be obtained from participating minors and efforts/program components to increase parental involvement.
- Provide Target Data Form (See Appendix A)(See RFP page 20)

_____ **E. Collaboration with Other Agencies and Individuals** (10 points)

Did the applicant:

- Describe the program's collaboration and coordination plan with other community-based public and private agencies
- Demonstrate how the program is not duplicative and coordinates with existing programs in the community
- Provide three current letters of collaboration (See Appendix E)
 - Local County DHR
 - Child Support Court Judge
 - Local Domestic Violence Shelter

_____ **F. List Curricula used** (10 points)

Did the applicant:

- List curricula to be utilized in the program
- Describe how the curricula is appropriate for the program criteria and target population
- Provide a synopsis of curriculum by the publisher (See Appendix F)

_____ **G. Use of Volunteers** (5 points)

Did the applicant:

- List specific duties, recruiting, screening, training and number of volunteers for DCAP program
- Provide a statement regarding how they will comply with DCAP's background check policy for volunteers
- Provide a volunteer training outline (See Appendix G)
- If applicable, list why volunteers are not utilized in the DCAP/TANF funded program

N/A

H. Stipulations (Current Grantees Only – No points)

Did the applicant:

- Address any stipulations made by the DCAP Board

N/A

I. Promotion of DCAP Prevention Programs (all applicants – No points)

Did the applicant:

- Include a plan to market the DCAP license plate to sell a minimum of ten (10) plates.

_____ **Budget – Personnel Expenses and Operating Expenses**
Personnel Budget Worksheet (10 points)

Check the following items for accuracy:

- Budget is calculated correctly
- Specific source of cash match is listed
- Percentages of match are calculated correctly (25% of requested amount)
- The total budget amount matches the amount requested on the cover page
- Brief description of each position is listed
- Hours and amount of DCAP request are listed correctly and match personnel expenses for DCAP program

_____ **Budget Narrative** (15 points)

Did the applicant:

- Provide DCAP with Independent Auditor's Report and 2008 or 2009 IRS Form 990 (See Appendix I)
- Provide an explanation of each line item charged to DCAP program
- Attach copy of current IRS Form 501 (c) (3) letter (See Appendix J) (non-profit organizations only)
- Provide a current year list of all funding sources including, but not limited to, Federal, State or local grants

_____ **Program Evaluation (University of Alabama)**

(Current Grantees Only - 5 points)

Did the Applicant:

- Explain any observed improvements for participants related to Program Year 09-10 UA Program Objectives.
- Explain any barriers to program implementation and how each will be addressed, corrected, and changed for future implementation

_____ Appendix K: **Logic Model** (5 Points – Optional) (See RFP Page 29)

_____ **Sub-total**

(_____)

Standard Deductions

- | | |
|--------------------------------------|----------|
| 1. Tabs missing/Incorrect Tabs | 5 points |
| 2. Original or Copies not signed | 5 points |
| 3. Late Financial Report (s) | 5 points |
| 4. Late UA Data Report (s) | 5 points |
| 5. Diskette or CD not included | 5 points |
| 6. Program narrative exceeds 5 pages | 5 points |

CALCULATE TOTAL

HERE (minus standard deductions): _____

_____ (105 points possible for new grant applications/110 points possible for current grantees)

Comments and Stipulations:

Amount Requested: \$ _____

Recommended Amount: \$ _____

Child Abuse and Neglect Prevention programs are funded by proceeds from the purchase of the DCAP Specialty car tag. To demonstrate your efforts to prevent child abuse and neglect, please purchase or renew your tag today.



**STATE OF ALABAMA
DEPARTMENT OF CHILD ABUSE AND NEGLECT PREVENTION
BOARD OF DIRECTORS
2010**

District 1

Mr. S. Mac Otts
Mobile, AL
Otts.mac@gmail.com

District 2

Ms. Carol G. Thomas
Montgomery, AL
thomacg@charter.net

District 3

Dr. Elizabeth McCarton Lyons
Valley, AL
lizmctired@hotmail.com

District 4

Ms. Stacie Jenkins
Albertville, AL
stacie.martin@alacourt.gov

District 5

Senator Arthur Orr
Decatur, AL
Arthur@authurorr.com

District 6

Mr. Ferris W. Stephens
Birmingham, AL
ferrisstephens@bellsouth.net

District 7

Mr. John H. Merrill, Board Chair
Tuscaloosa, AL
jmerrill@TCSS.net

At Large Members

Ms. Sally L. Edwards
Tuscaloosa, AL
sedwards@ches.ua.edu

Ms. Shannon Lisenby
Birmingham, AL
slisenby@babco.com

Department Heads

Dr. Don Williamson
State Health Officer
Alabama Department of Public Health
Post Office Box 303017
Montgomery, AL 36130-3017
(334) 206-5200
pvinson@adph.state.al.us

Commissioner Nancy Buckner
Department of Human Resources
Gordon Persons Building
50 N. Ripley Street, Suite 2118
Montgomery, AL 36130
(334) 242-1160
nancy.buckner@dhr.alabama.gov

Commissioner John Houston
Dept. of Mental Health & Mental Retardation
RSA Union Building
100 North Union Street, Suite 520
Montgomery, AL 36130
(334) 242-3107
john.houston@mh.alabama.gov

Colonel J. Christopher Murphy-Director
Alabama Department of Public Safety
301 South Ripley Street
Montgomery, AL 36130
(334) 242-4394
cmurphy@dps.state.al.us

Dr. Joe Morton, Superintendent
Alabama Department of Education
Gordon Persons Building
50 N. Ripley Street, Suite 5114
Montgomery, AL 36130
(334) 242-9700 or 242-9950
jmorton@alsde.edu

Department Head Representatives

Mr. Maury West
Department of Public Health
Post Office Box 30317
RSA Tower, 201 Monroe Street
Montgomery, AL 36130
(334) 206-3383
maurywest@adph.state.al.us

Ms. James Slaughter
Department of Human Resources
Gordon Persons Building
50 N. Ripley Street, Suite 2118
Montgomery, AL 36130
(334) 242-9277
james.slaughter@dhr.alabama.gov

Mr. Steve Lafreniere
Mental Health & Mental Retardation
Office of Children's Services
RSA Union Building
100 North Union Street, Suite 504
Montgomery, AL 36130
(334) 353-7110
steven.lafreniere@mh.alabama.gov

Captain Bill Eller
Alabama Dept. of Public Safety
301 South Ripley Street
Montgomery, AL 36130
(334) 242-1826
bill.eller@dps.alabama.gov

Mr. Frank Williamson
Alabama Department of Education
Gordon Persons Building
50 N. Ripley Street, Suite 5227
Montgomery, AL 36130
(334) 242-8165

Revised: February 22, 2010

**Alabama Counties Divided Among
U.S. Congressional Districts**



District 1

Baldwin
Clarke
Escambia
Mobile
Washington
Monroe

District 2

Autauga
Barbour
Bullock
Butler
Coffee
Conecuh
Covington
Crenshaw
Dale
Elmore
Geneva
Henry
Houston
Lowndes
Montgomery
Pike

District 3

Calhoun
Chambers
Cherokee
Clay
Cleburne
Coosa
Lee
Macon
Randolph
Russell
Talladega
Tallapoosa

District 4

Blount
Cullman
DeKalb
Etowah
Fayette
Franklin
Lamar
Marion
Marshall
Walker
Winston

District 5

Colbert
Jackson
Lauderdale
Lawrence
Limestone
Madison
Morgan

District 6

Bibb
Chilton
Jefferson
Shelby
St. Clair

District 7

Choctaw
Dallas
Greene
Hale
Marengo
Perry
Pickens
Sumter
Tuscaloosa
Wilcox

Logic Model – Optional (5 points)

Applicants have an opportunity to include a Logic Model for their child abuse and neglect prevention program. A logic model builder is available from FRIENDS National Resource Center (Child Welfare Information Gateway) at <http://www.childwelfare.gov/preventing/developing/toolkit/>. Include your logic model in Appendix K – Grant Application.

According to FRIENDS, “The Logic Model Builder helps programs identify anticipated outcomes, indicators of success, and evaluation instruments that may be appropriate to measure success. The logic model will help you get started in planning an evaluation of your program”.

No points will be deducted for applicants not submitting a logic model, but may later be required if the program is funded through Community Based Child Abuse Prevention Program (CBCAP) contract funds provided by the U.S. Department of Health and Human Services.

**FRIENDS National Resource Center for Community-Based Child Abuse Prevention (CBCAP) is a service of the U.S. Department of Health and Human Services, Administration for Children and Families, Children's Bureau.*

Definitions of DCAP Budget line items are listed below:

(Please email a DCAP Field Director or Auditor if you have any questions.)

1. **Personnel/Salaries**: Expenses for all employees of the organization receiving compensation from the DCAP funded program. Employees are defined as personnel of the organization who have taxes deducted from their paycheck and/or receive any employee benefits from the organization.
2. **Personnel/Benefits**: Monies related to the **employer's** expenses for the DCAP funded program. Allowable expenses include: FICA (Social Security and Medicare taxes), retirement, State unemployment Insurance, workman's compensation, annual leave/vacation for full-time employees, and health/dental insurance. Examples of ineligible expenses include, but are not limited to: Disability Insurance, Accidental Death and Dismemberment Insurance, Life Insurance, other "unallowable costs" specified by DCAP funders, and costs prohibited by law or policies of the State of Alabama Finance Department.
3. **Accounting**: Expenses related to financial reporting and management of the DCAP Grant Award Contract.
4. **Audit/CPA Services**: Examination or verification of financial records, accounts, and expenditures by a Certified Public Accountant.
5. **Background Checks**: Expenses related to payments to law enforcement/public agencies or private entities for criminal background checks on employees, volunteers, or other individuals required to have a background check in accordance with DCAP policy.
6. **Cellular Phones**: Expenses related to the use of cellular phones. Cellular phones can be charged to the DCAP grant at a maximum of \$40 per month. Only cell phones used by field staff working on the DCAP funded program are allowed.
7. **Consultants**: Expenses related to the hiring of contracted professionals who provide services to the organization for the DCAP funded program. Charges to the DCAP grant for consultants must have prior written approval from an DCAP Deputy Director unless included in the original grant application and approved by the DCAP Board of Directors. A contract for the consultant and his/her services is required.
8. **Curriculum**: Evidence/Research-based curriculum utilized to educate and provide knowledge to program participants. Curriculum must demonstrate impact and effectiveness for the population served.
9. **Equipment**: Expenses related to the purchase and/or lease of non-consumable items (i.e. copiers, fax machines, postage machines, cameras, video cameras, VCRs, overhead projectors, furniture, etc.) Equipment purchases may not exceed \$499.00 per item. If the organization is unsure of the eligibility of equipment expenses, please contact your assigned DCAP Field Director for approval.
10. **Office Supplies**: Examples are copy paper, toner, and other miscellaneous office supplies. All office supply expenditures must include copies of receipts that itemize and define the items purchased.
11. **Postage**: Expenses that include mailing or shipping items related to the DCAP program.

12. **Printing:** Expenses related to advertising/marketing programs, brochures, handouts, stationary, or other materials that support DCAP funded programs.
13. **Professional Services/Independent Contractors:** Expenses related to payments made to individuals who provide a specific service to the DCAP funded program and who do not receive employee benefits (i.e. a professional counselor contracted to provide therapy, a nurse teaching a prenatal class, janitorial services, speaker honorariums, attorney fees, etc.).
14. **Program Materials:** Items that are used to support the DCAP funded program. Program materials may include but are not limited to curriculum, educational materials, and handouts.
15. **Space Rental:** Expenses related to administrative office space or meeting space where the DCAP funded program is conducted.
16. **Staff Development:** Expenses related to staff training (i.e. registration and in-service fees). Do not include travel expenses related to training in the staff development category. **DCAP does not require any staff development training other than the annual Grantee Training conducted by DCAP, and domestic violence screening.**
17. **Telephone:** Calls made for the DCAP funded program. Expenses related to telephone costs are based on actual calls made in support of the DCAP funded program or a reasonable allocation percentage.
18. **Transportation/Travel:** Expenses related to travel and overnight stay necessary to support the DCAP funded program. Mileage rate not to exceed current state rate. DCAP will not reimburse gasoline expenses.
19. **Utilities:** Expenses related to electricity, water, gas, internet and cable services that support the DCAP funded program. Expenses related to utilities costs are based on actual costs in support of the DCAP funded program or a reasonable allocation percentage.
20. **Volunteer In-Kind:** Expenses related to any non-professional who volunteers for the DCAP funded program. Each non-professional volunteer hour may be charged at **\$20.25** an hour. The exceptions to this are Licensed/recognized professionals volunteering in their professional capacity may charge at the market rate. For example: A nurse teaching a parenting class or an accountant preparing the organization's books.
21. **Other:** Fully explain any item not listed as a line item in the Budget Narrative.

This program is funded through a partnership between DHR and the Children's Trust Fund of Alabama.

